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Secretary, GS-5

Incumbent:

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External Research Branch
Reports Division (D/R), O/RR

Under the general supervision of the Chief, Reports Division, O/RR, and under the immediate supervision of the Chief, State-CIA Joint External Research Staff, serves as a Secretary in the office of the External Research Staff and assumes full responsibility for the following duties:

1. Organization and maintenance on a current basis, through her own initiative, of the following files, records, and registers:
 - a. Central file for all ERS publications, classified according to subject and geographical area, along with a subject index;
 - b. File of catalogues and related materials for approximately 125 major US colleges, universities, research institutes, and foundations, carrying on the necessary correspondence for procurement;
 - c. File of titles of organizations and names of individuals, both within and outside the Government, along with their addresses, for distribution of ERS materials, as well as a record of the distribution of each item;
 - d. Register of potential resources of teaching and research institutions, including descriptions of pertinent study and research programs;
 - e. Register of names and qualifications of individual specialists in pertinent fields both for use in connection with external research activities and for recruiting personnel;
 - f. Register of consultants to serve as contacts with teaching and research institutions;

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- g. Records of State-and-CIA-sponsored research projects with indication of the degree of completion and current changes in status.
- 2. Preparation of ERS materials for reproduction, reviewing all stencils to assure accuracy of typing and uniformity of format, and arranging for reproduction by the Division of Central Services, O/R, State Department.
- 3. Arranging for the accurate preparation of pre-addressed envelopes for the distribution of ERS materials.
- 4. Distribution of ERS publications on the basis of regular mailing lists and fulfilling special requests for such publications.
- 5. Preparation of special lists of projects completed or in progress upon request.
- 6. Assistance in fulfilling miscellaneous duties, as follows:
 - a. Organizing and maintaining, on a current basis, over-all ERS files and the general correspondence of the office;
 - b. Setting up and maintaining a register of research projects in progress in universities and research institutes, classified according to author, subject, geographical area, and institution;
 - c. Arranging meetings, when directed, between members of universities and research foundations and State Department and CIA officials;
 - d. Arranging itineraries and obtaining reservations for field trips of staff members;
 - e. Keeping staff members informed of urgent business in the Washington office when they are absent on field trips.

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- f. Preparing (involving the use of reference work) special reports on research planned, in progress, and completed and on university training and research facilities;
- g. Answering telephone calls and receiving visitors and verifying their qualifications to receive information;
- h. Taking and transcribing dictation and performing other duties as required.

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